

OFFICIAL MINUTES
PERSONNEL BOARD MEETING
January 31, 2019

CALL TO ORDER

The meeting began at 5:37 p.m. in Conference Room 113 at City Hall.

ROLL CALL

Present: Vice Chair Joe Roberts, Board Member Ed Comerford, and Councilmember Michael Salazar
City Staff: Assistant City Manager Tami Yuki, HR Manager Monica Walker, and Community Development Director Darcy Smith
Public: None present

REVIEW OF AGENDA

No modifications to agenda.

APPROVAL OF MINUTES

Personnel Board Member Ed Comerford made a motion to approve the November 28, 2018 minutes. Vice Chair Joe Roberts seconded the motion. Motion approved.

PUBLIC COMMENT

No public comment.

CONDUCT OF BUSINESS

a. Housing and Planning Manager Job Description

Human Resources Manager Monica Walker introduced Community Development Director Darcy Smith. Manager Walker explained that when the City experiences vacancies, Human Resources works with the departments to analyze if any of the job descriptions require changes. When Director Smith came on board, she identified revisions needed in the Housing and Redevelopment Manager job description.

Director Smith gave a background of the Community Development Department and described its organizational structure of 14 employees. The Building Division is responsible for building permits and code enforcement. The Planning Division is responsible for current and long-range planning and processing planning applications, housing, state law implementation, and development services. The division has become increasingly busy, with additional responsibilities surrounding economic development, analyzing traffic and parking, environmental review, downtown development, and working with homeowners to remodel their homes. In addition, the division works on many different committees such as the Planning Commission, Bicycle and Pedestrian Advisory Committee, and Architecture Review Committee.

Director Smith explained that historically, San Bruno had a very active Redevelopment Agency (RDA) which received funding for a lot of work in the downtown area. However, the State of California dissolved the Redevelopment Agency in February 2012, and as a result, the Redevelopment Agency language in the job description reflects an agency that no longer exists, and the function of that agency translated into other entities. The City's Successor Agency oversaw the winding down of the Redevelopment Agency, which was a multi-year process. The City elected (voluntarily) to retain housing element and functions of the former Redevelopment Agency, and it is now called the Housing Successor, and assumes reporting, contractual, and financial responsibilities. As a result of Housing Successor duties, the Planning division inherited a number of housing functions. Housing is a topic of concern especially in this community. The

State requires a housing element to plan for a variety of needs (senior, homeless, disabilities), and this needs to be forecasted and met. Functions include having knowledge of federal, state, and local laws, collection of affordable housing fees, and housing requirements in our municipal code. Over time, the previous Housing and Redevelopment Manager position evolved and resulted in a working title of “Long Range Planning Manager,” a position that performed long-range planning and housing work. The previous Long Range Planning Manager retired recently, thus representing a good time to revise the job description before recruiting a new person. As a key position, it is in the City’s best interest to have an accurate job description before we do that recruitment. There is no fiscal impact; it is a budgeted position and we are not changing pay, just revising the job description.

Director Smith reviewed the current organizational chart with the Personnel Board members.

Under Job Classification Title:

Director Smith explained that the first major change is the title change from “Redevelopment Manager.” In developing the job description, she surveyed nearby cities (South San Francisco, Burlingame, Millbrae, Foster City, and Daly City, etc.) with a Planning Manager job classification. When other cities eliminated their Redevelopment Agency, these cities also revised their job descriptions. Board Member Comerford asked which aspect was more important, housing or planning? Director Smith responded that Planning represents two-thirds and Housing represents one-third of the job. Board Member Comerford recommended “Planning and Housing Manager” to put the word Planning first. Director Smith agreed.

Under Definition:

Board Member Comerford stated that “supervisory” and “managerial” are redundant. Director Smith explained that supervisor refers to “direct reports” and managerial refers to “function.” Manager Walker added that managerial refers to “programs” and that there is a nuance, so if other job descriptions in the county reflect to it, the suggestion is to leave it in. Assistant City Manager Yuki suggested the terms “manage” or “management work” would be best to distinguish between a program versus people.

Director Smith edited references to economic development because those functions are separate from this job description.

Under Supervision Exercised:

Director Smith added verbiage “may supervise other professional planning staff as well as other support staff” to make it clear that the position may/will supervise planners.

Under Essential Duties and Responsibilities:

Paragraph 1

Board Member Comerford expressed concern over *“Develops and implements affordable housing programs and plans...”* because things start with a plan before they progress to a program. Changed to **“Develops, plans, and implements affordable housing programs.”** **Removed the word “affordable”** from *“coordinates affordable housing activities with other departments and agencies as needed.”*

Paragraph 2

Vice Chair Roberts suggested placing a period after Board Meetings, and starting the new sentence **“Responsible for the Successor Agency and Housing Successor reporting, contractual, and financial responsibilities.”**

Paragraph 3

Director Smith explained that the official fund name is the Affordable Housing Impact Fee Fund. Changed to "Administers the City's affordable housing program (**including those related to include affordable housing**) and affordable housing impact fee..."

Paragraph 4

Vice Chair Roberts suggested changing "Supervises" to "**Oversees...** the processing of private and public development projects, including planning applications and environmental clearance pursuant to the California Environmental Quality Act (CEQA)." Director Smith emphasized that the City works on both private and public development projects.

Paragraph 5

Monitors and coordinates the preparation of the Planning Commission agenda, reports, and meeting minutes and attends Planning Commission meetings.

Paragraph 6

Vice Chair Roberts suggested changing "Makes" to "**Conducts** oral presentations and prepares written staff reports to the **City Council**, commissions, committees, civic groups and the general public. Prepares and disseminates information on housing and planning issues, programs, services, and plans. Prepares or supervises the preparation of City-initiated municipal code amendments, General Plan amendments or updates, specific plans, and other long-range planning and ~~affordable~~ housing documents and special studies."

Director Smith explained that Paragraphs 8-15, 18-20 were deleted due to being related to the Redevelopment Agency and/or related to duties not performed by the Planning and Housing Manager.

Paragraph 21

The following changes were made: Develops ~~specifications~~ work plans, and prepares requests for proposals (RFP's) and grant applications related to special planning projects and ~~economic development~~ and housing programs. *Prepares and monitors professional consultant contracts.*

Paragraph 23

Director Smith explained that the importance of having the Planning and Housing Manager provide training and mentoring opportunities to all staff, and explained that the following additions were made: *Provides training and mentoring opportunities to planning and support staff.*

Under Peripheral Duties:

Director Smith explained that the following additions were made: *Attends professional development workshops and conferences to keep abreast of trends and developments in the field of planning and housing.*

Under Knowledge:

Director Smith added all of the following as new language:

Applicable State, federal and local ordinances, codes, laws, rules and regulations and legislative issues related to planning and housing.

*Methods and techniques of research, **statistical analysis** (added by Personnel Board), **and report writing and presentation** (added by Personnel Board).*

*Architectural design, urban planning, subdivisions, land use and zoning, affordable housing financing and management; environmental analysis and **California Environmental Quality Act** (CEQA); urban development and construction principles and practice. (Personnel Board suggested spelling out acronym CEQA here as well).*

Principles, practices, and techniques of effective customer service and collaborative problem solving.

Budgeting procedures and techniques.

Principles and practices of supervision, training and personnel management.

Under Ability to:

Director Smith removed outdated language such as the word “industrialists.” Board Member Comerford recommended removing “*ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals.*”

Under Education and Experience:

Director Smith deleted “economics, marketing, finance” and added in “*urban studies, architecture, or a closely related field*” as major possibilities. Board Member Comerford suggested adding “economics” back. Director Smith said that she’s encountered economics or public administration majors with a masters in Planning. Assistant City Manager Yuki said that economics would fall into “closely related field” and recommended a broad range of degrees to include candidates, for example, who majored in Psychology but have 15 years of planning experience in their background.

Director Smith changed experience from four (4) to six (6) years because the Senior Planner (job classification below this one) requires four (4) years. Six (6) years is also on par with neighboring cities and similar job descriptions. The City may receive applicants with more than six (6) years but this is just the minimum. Director Smith added two (2) years of supervisory experience. Board Member Comerford was concerned about not including the Master’s Degree as a requirement, but Manager Walker assured that the applicants can always be screened for the higher degree. Director Smith didn’t want to discourage applicants who have a lot of relevant experience from applying simply because they either don’t have a Masters or have a Masters in another field such as business. Assistant City Manager Yuki advised that the higher positions are in the organization, the less applicants the City receives, so it is best to keep it broader.

Under Special Requirements:

Director Smith added “AICP designation” as highly desirable because it’s on par with a Professional Engineer (PE) designation. Test takers and certification holders undergo rigorous testing and are held to 60 units of continuing education. Board Member Comerford asked if the City should make it required by the end of the probationary period. Director Smith explained that there is only a 50% pass rate, the test is only offered once or twice per year, and it is expensive. Director Smith will commit to working with her employees to pass it. Board Member Comerford asked how the City would pay for it, and Manager Walker explained there is a \$500 Professional Development Reimbursement option for Mid-Managers. Assistant City Manager Yuki explained that it might discourage applicants from applying if they feel it’s required and they might not pass, and because it’s only offered one or two times per year, the deadline could be missed. Director Smith said that other cities do not have \$500 reimbursement option and other cities do not

mention it in their job description; however, the City of San Bruno includes it in their job description and has a mechanism of reimbursement for the test.

Under Tools and Equipment Used:

Director Smith added “***spreadsheet, permit and financial tracking applications, and database applications.***” Director Smith stated that motor vehicle is required to perform inspections.

Board Member Ed Comerford motioned to approve Planning and Housing Manager job description with recommended changes. Vice Chair Roberts seconded the motion. Motion approved.

b. Discuss Annual Report to City Council (Presentation Date)

Vice Chair Roberts agreed to make the annual presentation to City Council. Human Resources Manager Monica Walker will obtain dates from the City Clerk’s Office. The presentation was initially set for March 26, 2019. {As of Monday, March 11, 2019, the revised meeting date is slated for April 9, 2019 and Chair Ed Fuentes will be making the presentation.}

c. Report on Recruitment Information

Human Resources Manager Monica Walker reported that the list represents all the current active eligibility lists, and that all positions have been filled with the exception of a few that are in advanced/final stages of the recruitment process: Public Safety Dispatcher, Lead Maintenance Worker, Building Inspector, Public Works Inspector/Engineering Technician, Associate Civil Engineer, Maintenance Worker I/II. Public safety positions have longer background processes and it has been challenging to fill the Lead Maintenance Worker recruitment.

BOARD MEMBER COMMENTS

Councilmember Michael Salazar asked the Personnel Board if they would want to have five (5) Personnel Board members instead of three (3) members. Assistant City Manager Yuki explained that it was reduced because there was always one vacancy. Board Member Comerford and Vice Chair Roberts indicated that the current number of three (3) members is good.

ADJOURNMENT

Board Member Comerford motioned to adjourn the meeting at 6:42 p.m., seconded by Vice Chair Roberts.